

# American Embassy, Amman

# Vacancy Announcement

---

**ANNOUNCEMENT NUMBER: 12-63**

**OPEN TO:** US Citizen Eligible Family Members (USEFMs),  
And US Citizen Members of Household (MOH) – All  
Agencies

**POSITION:** ISU Office Management Assistant

**OPENING DATE:** June 14, 2012

**CLOSING DATE:** June 20, 2012

**WORK HOURS:** Part time (20 hours work week Job-Share)

**SALARY:** \*EFM: (Position Grade: FP-7)

The U.S. Embassy in Amman is seeking an individual for the position of ISU Office Management Assistant.

**NOTE: ONLY US CITIZEN ELIGIBLE FAMILY MEMBERS (AEFM) AS DEFINED BELOW OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A U.S. CITIZEN EFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER UNDER COM AUTHORITY DOES HAVE TO BE OFFICIALLY ASSIGNED TO POST.**

## **BASIC FUNCTION OF POSITION:**

Incumbent will serve as Office Manager Assistant, providing secretarial support to the Director of the Iraq Support Unit (ISU) at Embassy Amman, as well as to other unit heads in the ISU. Discharges general OMS responsibilities, including mail distribution, receiving and facilitating visitors, file management and other duties as determined by the director. The incumbent serves as the ISU's principal sub-cashier, and performing duties requiring experience with receipt, examination, deposit, custody, and disbursement. The

incumbent will also serve as a principal payroll liaison for (ISU) in Amman. Determines and computes employee's pay, allowances, benefits, leave, & other work –related compensation entitlements.

### **QUALIFICATIONS REQUIRED:**

**Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item as well as supporting documentation.**

1. Two years of college or university studies is required.
2. At least 3 years of secretarial or administrative duties, including experience with Time and Attendance, is required.
3. Level IV (Fluent) of English Language is required.
4. Must have ability to read and interpret applicable regulations pertaining to processing of and accounting for cash. Must possess good working knowledge of local banking and ISU practices and procedures. Detailed working knowledge of the standardized regulations of the post's compensation plan, manuals, and regulations pertaining to payroll, allowances, and leave is required.
5. Should have experience in the use of Microsoft Applications in an office environment, as well as the use of fax, photocopy machines. Level II typing in English (a minimum of 40 wpm with a small number of errors). Must be able to reconcile accounts to maintain daily accountability.
6. Must possess the ability to show personal initiative, to provide customer service courteously and pleasantly, and to perform all responsibilities with discretion and confidentiality. Must be tactful and diplomatic in dealing with sometimes disgruntled employees on pay and entitlements.

### **SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

5. The candidate must have at least nine months remaining at post from the closing date of the vacancy.

6. The candidate must be able to obtain and retain a Top Secret security clearance.

7. Per Post Management Policy number 31, we only welcome applications when the Eligible Family Member Applicant is within 30 days of arrival.

### **TO APPLY:**

Interested applicants for this position should submit the following:

1. Application for Federal Employment (DS-174) or
2. A current resume or curriculum vitae that provides the same information as the DS-174, and
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
4. Candidates who claim U.S. Veterans preference must provide a copy of their DD-214 form with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>.

### **SUBMIT APPLICATION TO:**

Human Resources Office

Applications can be submitted electronically through [AmmanEmployment@state.gov](mailto:AmmanEmployment@state.gov).

### **DEFINITIONS:**

AEFM:

A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

1. U.S. citizen;
2. Spouse or dependent who is at least age 18;

3. Listed on the travel orders of a Foreign or Civil Service employee or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. Government agency that is under Chief of Mission authority;
4. Resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad;
5. Does not receive a U.S. government annuity or pension based on a career in the U.S. Civil, Foreign, or uniform services.

**CLOSING DATE FOR THIS POSITION: June 20, 2012**

The US Mission in Amman provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.